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MEMORANDUM FOR: General Counsel  
Comptroller  
Director of Communications  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Audit Staff  
Chief, Commercial Staff  
Chief, Management Staff  
Chief, Medical Staff  
Special Support Assistant to the DD/S

SUBJECT : Use of Vouchered Funds for Official Travel

REFERENCES : (a) Paragraph 4a of [REDACTED] Travel Regulations  
(b) Memorandum to Administrative Officers and Budget and Fiscal Officers from Comptroller, dated 8 August 1958, on the Subject: "Use of Vouchered Funds for Travel Without Use of Transportation Requests".

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*copy of reference sent to DD/S*

1. Reference (a) requires that official travel be performed by the use of vouchered funds to the maximum extent feasible. This requirement is consistent with Agency policy that vouchered funds be used insofar as operational security and the requirements of operations will permit.

2. It has been brought to my attention that various components of the support services are utilizing confidential funds for travel involving no circumstances of a confidential, extraordinary or emergency nature. I recognize that in the

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past the main objection from a cover and security viewpoint

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to the use of vouchered funds for travel has been the requirement that transportation be procured through the use of Transportation Requests instead of cash but, as explained in reference (b), arrangements have now been made which permit vouchered funds transportation to be purchased by cash. Also, to facilitate the use of vouchered funds, new procedures have been developed and implemented to permit cash advances to be obtained from vouchered funds on approximately the same basis as from confidential funds.

3. In view of the foregoing and in order to assure that vouchered funds are used to the maximum extent feasible and consistent with the requirements of cover and security, the following policy will govern all travel performed by support service personnel:

- a. All official travel of personnel payrolled from confidential funds shall be performed by the use of confidential funds.
- b. All official travel of personnel payrolled from vouchered funds shall be performed by the use of vouchered funds unless:
  - (1) the travel is expected to involve expenses of a confidential, extraordinary, or emergency nature which cannot be paid from vouchered funds, e.g., situations involving the incurrence of operational entertainment or representation expenses; or

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- (2) the sensitive nature of the operation precludes disclosure on the travel voucher of the complete itinerary of the traveler.

**H. GATES LLOYD**  
Acting Deputy Director (Support)

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